

# Information Resource Center Assistant

**OPEN TO:** All Interested Parties  
**POSITION:** Information Resource Center Assistant  
**OPENING DATE:** November 29, 2010  
**CLOSING DATE:** December 13, 2010  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** **Full Performance Level:**  
Ordinarily Resident (OR) ¥ 8,664,261 p.a. (Position Grade: FSN-8)  
Not-Ordinarily Resident (NOR) \$44,737 p.a. (Position Grade: FP-6)  
**Trainee Level:**  
Ordinarily Resident (OR) ¥ 6,650,137 p.a. (Position Grade: FSN-7)  
Not-Ordinarily Resident (NOR) \$39,994 p.a. (Position Grade: FP-7)

**All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.**

U. S. Embassy Tokyo is seeking an individual for employment as Information Resource Center Assistant in the Public Affairs Section.

## **BASIC FUNCTION OF POSITION:**

Provides centralized collection development, reference, and program support to Information Resource Centers (IRCs – locally known as American Center Reference Services) in Tokyo, Sapporo, Osaka, Nagoya, and Fukuoka. Acquires current and newly released publications with high relevance to U.S. Mission goals. Provides reference and research services to Mission staff. Provides program and information outreach support to Public Affairs staff at the U.S. Embassy in Tokyo.

## **QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "Tips for Applying" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

### **Full Performance Level:**

1. **Education:** University degree in Library or Information Science, Management, Communications, Journalism, Political Science, International Affairs, American Studies, or related field(s) is required.
2. **Prior Work Experience:** 3 – 5 years of progressively responsible experience in the field of information services, including experience in the use of emerging information technologies and electronic resources.
3. **Language Proficiency:** Level IV\* (Fluent) English and Japanese.
4. **Knowledge:** Full knowledge of the U.S. Government, the State Department, and the functions of the Public Affairs Section of the Embassy. Knowledge of the function and substance of the Mission Performance Plan and the primary responsibilities of other Embassy sections. Wide knowledge of Japanese and American society, government, media, academic, and think tank institutions. Knowledge of U.S. American information resources in political, economic, and foreign affairs and in subject areas related to the Mission Performance Plan. Knowledge of bilateral issues and current events. Knowledge of U.S. Government and non-government

institutions active in formulating and/or implementing U.S. policy.

5. Skills and Abilities: Excellent service orientation and interpersonal skills. Ability to evaluate and manage a variety of specialized information resources. Ability to carry out complex reference searches and respond rapidly to requests for U.S. policy information, often under deadline pressure. Must be flexible and able to work collaboratively with press and cultural programs staffs.

### **Trainee Level:**

1. Education: University degree in Library or Information Science, Management, Communications, Journalism, Political Science, International Affairs, American Studies, or related field(s) is required.
2. Prior Work Experience: At least 2 years of progressively responsible experience in the field of information services, including experience in the use of emerging information technologies and electronic resources.
3. Language Proficiency: Level IV\* (Fluent) English and Japanese.
4. Knowledge: Knowledge of Japanese and American society, government, media, academic, and think tank institutions. Knowledge of U.S. American information resources in political, economic, and foreign affairs and in subject areas related to the Mission Performance Plan. Knowledge of bilateral issues and current events.
5. Skills and Abilities: Excellent service orientation and interpersonal skills. Ability to evaluate and manage a variety of specialized information resources. Ability to carry out complex reference searches and respond rapidly to requests for U.S. policy information, often under deadline pressure. Must be flexible and able to work collaboratively with press and cultural programs staffs.

\* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>.

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. All candidates for employment must submit their applications in English.
7. Applications must be received by the closing date.

## TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-0174); **or**
2. A combination of Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### Section 3A

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

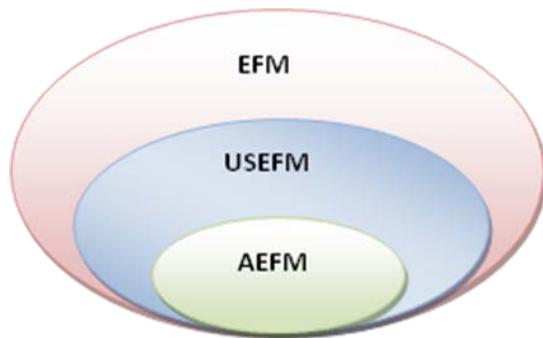
Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

### SUBMIT APPLICATION TO:

Human Resources Office  
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420  
Or by fax: 03-3224-5818

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

### 1. Eligible Family Member (EFM):

An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

### 2. U.S. Citizen Eligible Family Member (USEFM):

**For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**3. Appointment Eligible Family Member (AEFM):**

EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

**4. Member of Household (MOH):**

An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

**5. Not Ordinarily Resident (NOR)**

An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR)**

A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

***CLOSING DATE FOR THIS POSITION: December 13, 2010***

The U.S. Mission in Tokyo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.